

**MONTGOMERY COUNTY DEPARTMENT OF
HEALTH & HUMAN SERVICES**

Licensure and Regulatory Services

255 Rockville Pike, 2nd Floor

Rockville, Maryland 20850

Phone 240-777-3986 Fax 240-777-3088

HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)
FOOD PREPARATION REVIEW

DIRECTIONS: Please provide an answer for each of the following questions. If a question does not apply, mark the space N/A. Answers need to be accurate and truthful. **This is not a test** of your knowledge of food service sanitation. It is a questionnaire about what actually goes on in your kitchen.

NAME OF FACILITY: _____

ADDRESS: _____

Montgomery County Certified Food Service Manager(s): _____

1. Attach a copy of your MENU or a listing of all food and beverages that are served or sold.
2. Which of the following processes do you use to prepare potentially hazardous food?

a. Cook and serve individual portions of food	yes____ no____
b. Cook large pieces of meat or whole poultry	yes____ no____
c. Cook and hold food hot for serving	yes____ no____
d. Cook and cool hot food for later use	yes____ no____
e. Cook, cool, cold hold, then reheat food	yes____ no____
f. Fix cold foods (salads, sandwiches, or desserts)	yes____ no____
g. Serve food that contains raw eggs or fish	yes____ no____
3. What is the number of meals served daily for: breakfast _____, lunch _____, dinner _____?
4. Is food mainly served to: the general population _____, infants and children _____, the elderly _____, or individuals who are ill _____?
5. Are food supplies purchased only from inspected and approved sources? yes____ no____
6. Which of the following are checked when supplies are delivered? source _____, tempera-

ture _____, spoilage _____, contamination _____, damage _____

7. What is the air temperature for the refrigerators _____°F. and freezers _____°F.?

8. Are thermometers with 2°F. increments provided for:

- a. Monitoring hot and cold hold equipment temperatures? yes _____ no _____
b. Monitoring hot and cold food temperatures? yes _____ no _____

9. How often are food temperatures checked during: cooling _____, cold storage _____, cooking _____, and hot holding _____?

10. How is cross-contamination of food prevented during storage? _____

11. Which of the following procedures are used to thaw frozen food?

- a. Refrigeration _____
b. Running water less than 70°F. _____
c. Microwave _____
d. Cooked from frozen state _____
e. Other (describe) _____

12. If food containing any of the following ingredients is prepared, what temperature is the food cooked to?

(I.e., What is the internal temperature of the food when it is finished cooking, not the temperature of the cooking equipment?)

- a. Roast beef for immediate service _____°F.
b. Seafood _____°F.
c. Pork _____°F.
d. Poultry (chicken, turkey, duck) or stuffed meat _____°F.
e. Ground beef _____°F.
f. Eggs _____°F.
g. Vegetables _____°F.

13. What would be done if the temperature of food that had been cooked was checked and found to be incorrect?

14. Can a customer order food to be under cooked (i.e., not cooked to a safe temperature)?
yes ____ no ____

15. Is food carried over and reheated? yes ____ no ____

If yes,

a. What temperature is it reheated to? ____ °F.

b. What is the longest time it takes to reheat food that is on your menu? ____

c. What would be done if the temperature of food that had been reheated was checked and found to be incorrect? _____

d. What type of equipment is used to reheat food? _____

16. Is food cooked and then held hot for serving during a meal period? yes ____ no ____

If yes,

a. What temperature is it held at until it is served? ____ °F.

b. What is the longest period of time between cooking and serving? _____

c. What happens to the food at the end of the serving time? _____

d. What would be done if the temperature of food that was being held hot was checked and found to be incorrect?

17. What type of equipment is used to keep hot food hot? _____

18. Is hot food cooled for later use? yes _____ no _____

If yes, how long does it take to cool the hot food from 140°F? to 45°F. or below? _____

19. Which of the following methods are used to rapidly cool hot food?

- a. 3" deep, uncovered pans _____
- b. Ice bath _____
- c. Rinse with cold water _____
- d. Reduce vol./size of food item _____
- e. Blast chiller _____
- f. Other _____

20. What would be done if the temperature of hot food that was cooling down was checked over a 6 hour period of time and it was found that the food was not cooling down quickly enough to stay within a safe time frame? _____

21. What would be done if the temperature of food that was being stored in a refrigerator or freezer was checked and the temperature was found to be incorrect? _____

22. Is food delivered to customers at a different location? yes _____ no _____

If yes, how is the food:

a. Protected from contamination during delivery? _____

b. Maintained at the correct hot or cold temperature during delivery? _____

23. How often is training in good food sanitation practices provided to employees? _____

a. Who provides the training? _____

b. What types of training methods are used? _____

24. When food contact surfaces need cleaning:

a. Where/how is this done? _____

b. What chemicals are used? _____

c. What type of test kits are provided to measure the sanitizer? _____

25. Where is fresh produce washed prior to use? _____

26. How is cross-contamination of food prevented during preparation? _____

27. Are potentially hazardous salad and sandwich ingredients (i.e., mayonnaise, tuna fish, meat or eggs) pre-chilled before mixing or assembling? yes _____ no _____

28. How often are handsinks checked to be sure that soap and paper towels are available?

29. Are disposable gloves provided for employees? yes _____ no _____

If yes, when would they be used? _____

30. Is catering* provided?

yes _____ no _____

(*Catering means preparing **and** serving food at a location other than at the licensed facility, not preparing food for customer pick-up and self-service.)

If yes,

a. How many events do you provide food for on a weekly basis? _____

b. What is the average size of an event you would cater (i.e. how many individuals would be fed)? _____

c. Is food transported hot _____, cold _____ or both _____?

d. What type of equipment is used to transport the food? _____

e. If transported cold, how is pre-cooked food reheated on site? _____

f. What type of equipment is provided to maintain the correct product temperatures both hot and cold during the display/serving time? _____

g. How often are product temperatures checked between initial preparation and the actual serving time? _____

h. What happens to food that has been offered to guests on a buffet after an event is over? _____

i. What is your catering establishment number? _____

Questionnaire completed by: _____

Please print

Date: _____

Thank you for completing this questionnaire. Please return both the questionnaire and a copy of your menu to the Montgomery County Department of Health and Human Services. The Environmental Health Specialist who inspects your facility will review this information and keep the completed questionnaire with the records for your facility. Be sure to keep a copy of this document for training purposes.

Reviewed by: _____

Date: _____

2/16/2001 mah